

## Cover Letter

Dear Hiring Manager,

I am writing to express my interest in the Office Assistant, Receptionist, Data Entry Operator, Customer Service, and Cashier positions within your organization. With a strong background in administrative tasks, exceptional customer service skills, and proficiency in data entry, I am confident in my ability to contribute effectively to your team.

Throughout my career, I have demonstrated a keen attention to detail and a commitment to delivering high-quality work in a fast-paced environment. My communication skills, both written and verbal, have enabled me to effectively interact with customers and colleagues alike, ensuring smooth operations and positive experiences for all stakeholders.

I am eager to bring my diverse skill set and enthusiastic attitude to your team. Thank you for considering my application. I look forward to the opportunity to discuss how my qualifications align with the needs of your organization.

Sincerely,  
Abdul Wahid

# ABDUL WAHID

Computer Operator | Data Entry Clerk | Receptionist | Cashier



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## OBJECTIVE

Seeking a challenging position in the Computer Operator, Data Entry Clerk Receptionist and Cashier Duties. Seeking a role where I can leverage my strong administrative skills, attention to detail and proficiency in data management to support difficult operations and contribute to the overall success of the team.

## EXPERIENCE

**18 Jan to 15 March 2024**

**Computer Operator-** (Abu Dhabi Musaffah UAE)

- ❖ Monitoring computer system for error, performance issues, and security breaches.
- ❖ Inputting data into computer system accurately and efficiently.
- ❖ Keeping records of the documents and perform different tasks.

**01 Jan 2023 to 10 Jan 2024**

**Assistant Accountant and Data Entry Clerk-** (Mir computer academy)

- ❖ Maintain accurate data in Databases.
- ❖ Keeping inventory of office and Minting files.
- ❖ Maintain and updates financial records, ledgers, and accounts.
- ❖ Assists with budgeting, forecasting, and financial analysis.

**2019-2020**

**Cashier cum Receptionist-** (Faisal Medical Pharmacy-Bara)

- ❖ Handling Customer payments and providing change.
- ❖ Handling cash, credit and Debit payments.
- ❖ Greeting Customers, Clients, and Visitors.
- ❖ Providing General Administrative support.

## LANGUAGES

**English:** Communicational in Speaking, fluent in writing and Reading.

**Pashto:** Fluent in Speaking, reading and writing.

**Urdu :** Fluent in Speaking, reading and writing.

## REFERENCES

Should be provide on Demand.

## EDUCATION

- **ADS** Associate Degree In Science  
(University of Peshawar 2020-2023)
- **F.SC** (Govt.Degree College Hayatabad (2018-19)
- **Matriculation** (2016-17)

## KEY SKILLS

- Good Communication and Soft Skills
- Problem Solving Ability
- Good Administrative Skills
- Best Customer Service
- Team Management
- Ability To Work as A Supervisor
- Computer Literacy

## CERTIFICATES

- DIT (Diploma in Information Technology)
- Communication And Soft Skills
- Freelancing
- MS-OFFICE